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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
**UNIT HEAD: INTEGRATED AND COMMUNITY BASED
PLANNING**

APPLICATION REQUIREMENTS


- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.


DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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UNIT HEAD: INTEGRATED AND COMMUNITY BASED PLANNING

<u>Department:</u>	Group Strategy, Policy Coordination and Relations
<u>Branch:</u>	Integrated and Community Based Planning
<u>Designation:</u>	Unit Head: Integrated and Community Based Planning
<u>Remuneration:</u>	R67 622.85 pm (basic salary, excluding benefits)
<u>Location:</u>	48 Ameshoff Street, Braamfontein

Minimum Requirements:

- Grade 12/NQF level 4 plus a Degree in Management or Planning or Development or related Discipline or Commensurate qualification or experience.
- 10 years' relevant experience in Management Administration and Planning or Community Based Planning within a large organization in a senior management level in either the public or private;
- Knowledge of policy framework of government and the regulation and legislation that drive it;
- Sound knowledge of data analysis and evaluation and, the ability to translate data into accessible reports for diverse audiences;
- Excellent conceptual, analytical and problem identification and resolution skills and the ability to interpret and apply policies and related legislation;
- Skills and understanding of applying public administration principles and implementing contemporary management practices, particularly as they to Community Based Planning functions;
- Principles and practices of administration and personnel management;
- Principles and practices of project management;
- Principles and practices of municipal budget preparation and administration;
- Principles of supervision, training and performance evaluation;
- Maintain strong professional and positive demeanor.
- Must have a license to drive a motor vehicle.

Primary Function:

The Unit Head: Integrated and Community Based Planning will be responsible for the coordination and management of IDP, Community Based Planning and Intergovernmental relations processes in the City of Johannesburg, ensuring effective and efficient business planning and participatory planning to promote community action and participation; and to link these to the delivery requirements for the Institutional Performance Management System to ensure effective service delivery.

Key Performance Areas:

- Drive and manage the processes of integrated and community-based planning in the CoJ, which allow for effective and efficient business planning that would determine delivery requirements for the Institutional Performance Management System;



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- Operationalize Corporate Strategy- Integrated planning policy and Frameworks (5-year IDP, Annual IDP's Business Plans and SDBIP);
- Manage and oversee the development of community-based planning ensure its integration into the city's planning process;
- Drive the city intergovernmental alignment initiatives in the city medium- and short-term planning process;
- Coordination of the City's strategic planning processes;
- Manage and quality assure the development and review of the City's medium- and short-term planning process;
- Equip the Executive with strategic information in relation to the medium-term planning and IDP;
- Provide consolidated feedback to City Manager/ COO i.t.o cluster planning processes related to medium- and short-term planning and instruments;
- Oversee collation, review, monitoring and evaluated and consolidated feedback to City Manager/COO with regards to cluster planning processes;
- Manage the preparation, monitoring and control of the annual budget of the Unit to ensure value for money and cost-effective service delivery;

Leading Competencies:

- Project Management;
- Leadership Management
- Sound Judgement and high decision-making ability;
- Stakeholder Management;
- People Management;
- Business Management.

Core Competencies:

- Computer literacy (Microsoft Word, Power point Presentation and Excel);
- Excellence Oral and Written communication
- Interpersonal skills;
- Liaison skills;
- Coordinating skills;
- Negotiation skills.

"All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability"


Please take note that only online applications will be considered. Please apply by using the following link below:


<https://share-eu1.hsforms.com/1C1pCfXaCQv-2Ini9TDdVVSQew554>


APPLY ONLINE VIA THIS LINK: www.joburg.org.za



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ENQUIRIES ONLY:

Contact Person: Sirelda de Klerk

Tel No: 011 407 7121

CLOSING DATE: TUESDAY, 21 FEBRUARY 2023

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.